NATIONAL SUN YAT-SEN UNIVERSITY
College of Marine Sciences

Guidelines on Selecting of Teaching Excellence Teacher

I. The Guidelines for Selecting of Distinguished Faculty Members in Teaching (hereafter referred to as "the Guidelines") are issued in accordance with "National Sun Yat-sen University (NSYSU) Implementation Regulations for Recruitment and Retention of Special Outstanding and Talented Faculty" (hereafter referred to as "the NSYSU Regulations") in order to award faculty for their distinguished performance in teaching.

II. The Dean shall assume the convener and ex officio member of Teaching Excellence Teacher Selection Committee, which shall consist of one professor elected by each department of the College and at least three members of faculty representative from the other colleges who have received NSYSU Distinguished Professors and Faculty Members (in Teaching), Outstanding Teaching Award or Teaching Excellence Award.

III. Two-thirds or more of the committee members must attend the meeting of the Teaching Excellence Teacher Selection Committee. The members shall not appoint others to act as their proxies. The award selection shall be subject to the approval of at least second-thirds or more of the attended members.

IV. The applicant must meet the basic qualifications for teaching effectiveness and the basic qualifications for teaching and service (according to the regulations that related to Teaching Excellence Teacher of NSYSU), and meet the following various conditions.

    i. Serve as the University's full-time professor, associate professor, assistant professor or contracted faculty member for three years or more.

    ii. Full-time faculty member shall meet the teaching-hour requirement as stated in the University's "Calculation Guidelines of Hourly Pay for Teachers" during the academic year prior to the application. Contracted faulty members shall meet the related teaching-hour requirement for the Full-time faculty member.

    iii. The three-year average teaching workload for lecture courses and compulsory laboratory courses shall be higher than 40% of the average teaching workload of the College. (Sabbatical leave semesters are not required to be included in the calculation. Reduced teaching hours may be applied to semesters with joint administrative responsibilities.)

V. The applicant shall complete the College's "Selecting of Teaching Excellence Teacher Evaluation Form" and submit to the College.

VI. The College's selection of Teaching Excellence Teacher shall be processed in accordance with the provisions of this Guidelines as per the schedule announced by the Office of Academic Affairs. The Teaching Excellence Teacher Selection Committee shall refer to selecting standards, such as teaching performances and outstanding courses, to finish selection and create

the College's Teaching Excellence Teacher Recommendation List (up to a maximum of 10 percent of the College's full-time faculty). Recommendations to the Office of Academic Affairs shall be sorted according to the Committee's ranked order.

VII. The guidelines shall be implemented following approvals of the College General Meeting. The same procedure shall be carried out when amendments are to be made.

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Selecting of Teaching Excellence Teacher Evaluation Form

Name: **Position:**

Department:

Item	Original Points	Proportion	Subtotal
1. Teaching Performances		60%	
2. Outstanding Courses		40%	
Total			

1. Teaching Performances: 【60%】

Item	Evaluation Standard	Self-evaluation Scores	Scores of Reviews
(1) Years of teaching experience	25 points will be awarded for 3 years of teaching experience in the college, and 0.5 points will be added for each additional academic year. Maximum 30 points.		
(2) Teaching Participation	The average teaching hours of previous academic year ÷ the basic teaching hours × 20 (deducted teaching hours should be added back according to regulations). Maximum 20 points.		
	The average teaching equivalent of previous academic year between 50%~70% get 1 point; between 71%~85% get 1.5 points; between 86%~100% get 2 points.		
	1 point will be awarded for submitted student's grades on time, and 1 point for not corrected student's grade in the previous academic year.		
	2 points will be awarded for submitted course outlines online according to the prescribed schedule (before preliminary selection).		
	0.5 points will be awarded for participated in each teaching seminar of the university or the college in the previous academic year. Maximum 5 points.		
	1 point will be awarded for being mentor teacher of NSYSU or the College per year in the previous three academic years. Maximum 3 points.		
	1 point will be awarded for being pilot teacher of NSYSU per year in the previous three academic years. Maximum 3 points.		

	2 points will be awarded for applicant who instruct student in thematic performance or writing, and win top three in each international contest in the previous three academic years, maximum 6 points; and 1 point for winning top three in each national contest, maximum 3 points.		
(3) Teaching effectiveness	The average score of Teaching Opinion Survey for teaching subjects in the previous academic year.		
	The average score of Graduates' satisfaction with the department and teachers in the previous academic year.		
	1 point will be awarded for each Best Teaching Course in the previous three academic years. Maximum 5 points.		
	1 point will be awarded for each other teaching related honorary award (attached supporting document). Maximum 5 points.		
Subtotal (maximum 100 points)：_____ points			

※ The previous (or three) academic year is calculated based on entire academic year (except for the calculation data provided by the Office of Academic Affairs). If there is a sabbatical leave, it will be calculated by the academic year before.

2. Distinguished Courses:【40%】(Applicant shall provide a course offering in the college)

Course Name: Department:

Item	Points
Student Evaluation	
Graduate Evaluation	
Teaching Materials	
Teaching Projects	
Other Supporting Documents	
Subtotal (maximum 100 points)：_____ points	

Note: maximum 20 points for each items, reviewed by the College Selection Committee.

Basic information of distinguished course: ____ credits ☐ Required Course ☐ Elective Course

The semester of course offering of recent three times	(1) ____ semester of school year ____ (2) ____ semester of school year ____ (3) ____ semester of school year ____
The number of students in the course	(1) _____ ; (2) _____ ; (3) _____
The average score of students in the course	(1) _____ ; (2) _____ ; (3) _____